

Try again once you are ready
Grade received 56%
To pass 80% or higher
Try again

1. Impact reports serve which two of the following purposes?

0.5 / 1 point

- ☒ Impact reports are created for senior stakeholders or project sponsors who weren't involved in the daily details of the project.
- ☐ Correct
Impact reports are created for senior stakeholders or project sponsors who weren't involved in the day-to-day operations of the project. They are designed to show the value that the project added and often take the form of a slideshow.
- ☒ Impact reports are extremely detailed and include all of the various tasks completed in the project.
- ☐ This should not be selected
Impact reports summarize high-level tasks and should not include every detail of the project. The audience for an impact report generally includes senior stakeholders or project sponsors who need to understand the value of the project.
- ☒ Impact reports are designed to show others the value that the project added.
- ☐ Correct
Impact reports show others the project's value and often take the form of a slideshow. Typically, the audience for an impact report includes senior stakeholders or project sponsors that were not involved in daily project operations.
- ☒ Impact reports provide a *why* that guides the team while they work on the project.
- ☐ This should not be selected
Impact reports are created after the project is finished, so they do not help to guide the team while they work. Impact reports show others the value that the project added and demonstrate this value to stakeholders who were not directly involved.

2. What are the objectives of an executive summary? Select all that apply.

0.75 / 1 point

- ☒ To provide an overview of the main points of a larger report
- ☐ Correct
The executive summary provides an overview of the main points of a larger report. It also describes the project's purpose and outcome and shares key takeaways with stakeholders.
- ☒ To communicate the daily ins and outs of the project to other project managers
- ☐ This should not be selected

While the executive summary conveys information about the project, it does not discuss the daily details of the project. However, it does describe the project's purpose and outcome. It also reviews the report's main points and shares key takeaways with stakeholders.

☒ To describe the project's purpose and outcome



Correct

The executive summary describes the project's purpose and outcome. It also reviews the main points of the larger report and shares key takeaways with stakeholders.



To share key takeaways with senior stakeholders who may not have time to review an entire report



Correct

The executive summary shares findings with stakeholders who may not have the time to review an entire report. It also describes the project's purpose and outcome and reviews the report's main points.

3. What topics are typically included in an impact report? Select all that apply.

0.8 / 1 point



Results



Correct

One of the critical pieces of the impact report is the results. The report should also include an executive summary, what worked, and next steps.



Executive summary



Correct

One of the critical pieces of the impact report is the executive summary. The report should also include project results, what worked, and next steps.



Activity descriptions



This should not be selected

While the impact report contains information about the overall project, it doesn't contain a breakdown of every activity. The critical elements of an impact report include the executive summary, project results, what worked, and next steps.



Next steps



Correct

One of the critical pieces of the impact report is the next steps. The report should also include an executive summary, project results, and what worked.



What worked



Correct

One of the critical pieces of the impact report is what worked. The report should also include an executive summary, project results, and next steps.

4. What three elements are you likely to find in an executive summary of an impact report?

0.75 / 1 point



Project vision



Correct

The project vision is a critical part of the executive summary. You will also include key accomplishments and lessons learned in this section of the report.



Key accomplishments



Correct

Key accomplishments are a critical part of the executive summary. You will also include the project vision and lessons learned in this section of the report.



Lessons learned



Correct

Lessons learned are a critical part of the executive summary. You will also include the project vision and key accomplishments in this section of the report.



Methodology and approach



This should not be selected

This level of detail does not belong in an executive summary. Instead, you should include elements such as the project vision, key accomplishments, and lessons learned in this section of the report.

5. What should you describe in the key accomplishments section of a project impact report?

0 / 1 point



The potential improvements you may apply in the future.



The time estimates for your main project tasks.



The questions that you included in your user surveys.



The activities, tasks, and milestones that helped you find success.



Incorrect

You do not need to include questions from user surveys, which are part of the quality management process. Instead, you should describe the activities, tasks, and milestones that helped you find success.